

CIRCUMSTANCES WILL EXAM GRADES BE REWEIGHTED. Dates, times and places for all of the following exams will be announced in class, and posted on the course web site.

student of the course could reasonably be expected to have) and then presents that knowledge as their own discovery is considered to have plagiarized, even if the words used to express the ideas are not exactly the same. Other examples of plagiarism include, but are not limited to:

- misrepresenting co-authored or group work as individually done;
- cutting and pasting copied or paraphrased work by others in with your own work;
- paraphrasing or altering the order of words or phrases and/or substituting words or phrases of similar meaning without acknowledging that you are doing so.

In your written work, you should take care to make adequate reference to the sources of the ideas and words you borrow, either in your footnotes, endnotes, or in the body of your text. Your instructor will be happy to show you a proper method of documenting your sources.

The University of Western Ontario and the Philosophy Department treat a number of other practices as academic offenses. These include but are not limited to:

- **Recycling:** Submitting for credit any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere without the knowledge and *written* approval of the instructor to whom it is/was originally submitted.
- **Cheating** on an examination or falsifying material subject to academic evaluation.
- **Aiding or abetting** any such offense.

Further information about the range of scholastic offenses can be obtained from the 2014 UWO Calendar at <http://www.westerncalendar.uwo.ca/2015/>. Please consult the Undergraduate bulletin board for the departmental directory, instructors' office hours, course listings, examination schedules, important dates for the 2014-2015 academic year, and miscellaneous items of interest to undergraduate students. Also consult the Department web site at <http://www.uwo.ca/philosophy>.

2. Instructors and tutorial leaders make their own appointments. Information about how to contact your instructor can be found on your course outline. Students wanting to contact their instructors or tutorial leaders at other times may leave a note in the drop-off box.
3. Students should submit course work directly to their instructor or tutorial leader during class or office hours. When this is not possible, work may be placed in the Philosophy Department drop-off box in Stevenson Hall. Items will be date-stamped (not time-stamped) and placed in the instructors' or tutorial leaders' mailboxes three times daily -- at approximately 8:30 a.m., 12:15 p.m., and 4:15 p.m. Work received after 4:15 p.m. will be date-stamped for the following day. Essays sent by fax cannot be accepted. Essays submitted by email, with the prior consent of the instructor, should be sent to the instructor's email address.
4. Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counseling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department.

Academic Policies on examinations, appeals, absences due to illness, etc. may be found in the 2014 Calendar, Student Academic Responsibilities. For further information, contact the Philosophy Undergraduate Academic Counselor, your Faculty's Academic Counselor, or the Ombudsperson.

5. Students who miss classes or parts of classes are responsible for the material they have missed. Instructors are not obliged to review the contents of lectures, repeat announcements or retain notes, handouts or overheads.

Any student who, in the opinion of the instructor, is absent too frequently from class or tutorials may be reported to the Dean and, with the recommendation of the Department concerned, and the permission of the Dean, barred from taking the final examination in the course. See 2014 Calendar.

6. **All course work** (with the exception of final examinations) must be submitted *by the last day of classes*. (Students seeking return of course work after the last meeting of the term should leave a stamped, self-

addressed envelope for their instructor.) Exceptions to these work submission dates may be granted only as a result of petition to the Academic Counselor of the student's faculty. Instructors have *no authority* to waive this requirement, and any unofficial arrangements they make with students will not be respected by the administration. This does not preclude instructors from setting earlier deadlines for course work.

7. The Department of Philosophy's Committee on Women's Concerns was formed to promote and ensure a non-sexist environment for all who work and study in the department. Further information, including a broader statement of the Committee's mandate is provided on the CWC poster on the undergraduate bulletin board. Students are encouraged to consult and implement the departmental guidelines for the non-sexist use of language posted on the undergraduate bulletin board.
8. The Department of Philosophy strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require any arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>.
9. **Final marks** for courses can be obtained from your Student Center (<http://student.uwo.ca>). Consult your master timetable for information on how to do this.

Appeal Process:

See the appeal procedure outlined in the *Academic Calendar*

<http://www.westerncalendar.uwo.ca/2014/pg112.html>

Problem with Marks

If you have any problems concerning your grades, you **must** contact the instructor during office hours, or put a note in the department drop-box. This must be done within 3 weeks after the grades are posted.

Successful completion of this course requires compliance with the administrative guidelines.

THIS OUTLINE SUBJECT TO CHANGE, GIVEN SUFFICIENT PRIOR NOTICE.

You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an anti-requisite course. Lack of prerequisites may not be used as basis of appeal. If you are not eligible for a course, you may be removed from it at any time, and you will receive no fee adjustment. These decisions cannot be appealed.